

POLICY OF	POLICY NUMBER	PAGE NUMBER
STATE OF DELAWARE	C-09	1 OF 2
DEPARTMENT OF CORRECTION	RELATED NCCHC/ACA STANDARDS: P-C-09/4-4385 (IMPORTANT)	
CHAPTER: 11 HEALTH SERVICES	SUBJECT: ORIENTATION FOR HEALTH STAFF	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE: 11-19-07		

PURPOSE:

Healthcare staff receives initial orientation to correctional environment, job expectations and job responsibilities.

POLICY:

1. A formal orientation program is provided to all new vendor employees. Independent contractors receive information related to the correctional healthcare and security environment.
2. All medical vendor employees receive a general orientation to the institution upon initiation of employment at the facility. This is completed for all new employees by initiation and completion of medical vendor new employee orientation - Part 1. This module includes information related to:
 - a. Infection Control, BBP, TB, and Employee Safety. (During initial orientation, employees receive testing for TB. Direct service health care employees are tested for TB annually at a minimum.
 - b. Medical vendor company policies
 - c. Handling urgent/emergent situations
 - d. Working in a correctional environment
 - e. Human Resources information
3. A completed medical vendor orientation program is documented, and annual information updated as required, in the employee's personnel file. This training and on - the - job orientation comprises 40 hours.
4. Additional Orientation programs are provided staff giving clinical care. Address issues including but not limited to:

<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">C-09</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">2 OF 2</p>
<p>SUBJECT: ORIENTATION FOR HEALTH STAFF</p>		

- a. Assessment Protocols
 - b. Documentation
 - c. Detoxification
 - d. Healthcare systems & Documentation
 - e. Quality Improvement Program
 - f. Medication Administration
 - g. Contraband and additional security issues
 - h. Suicide Prevention
 - i. Specific job functions and responsibilities
5. Vendor orientation program is submitted to the Office of Health Services and reviewed at least every two (2) years.

References:

National Commission on Correctional Health Care: Standards for Health Services in Jails, 2003, J-C-09

American Correctional Association: 3rd Edition with 2002 Supplements ALDF, 3-ALDF-1D-13